



Tip Sheet
**Getting Started with
Canadian Legislative PULSE**

Canadian Legislative Pulse is a unique workflow tool that provides users with one convenient location to obtain information on the progress of bills in the federal and provincial legislatures. Subscribers have access to an on-line service which enables them to locate and track detailed information, from first reading dates to proclamations and in force dates, for all the legislatures across Canada. The search engine allows users to locate bills by jurisdiction, session of parliament, bill title, chapter number or amended act.

About Canadian Legislative Pulse

The Canadian Legislative Pulse offers a search engine and four email notification options for tracking changes to legislation. The two most popular email notification options are Affected Legislation and Folders.

The search engine on the Canadian Legislative Pulse website was designed to make locating Bills and changes to legislation in any jurisdiction and from any session or year as simple as possible.



The screenshot shows the top navigation bar of the Canadian Legislative Pulse website. It includes the site logo, a user login status ('Last Logged In - 03:02:07 PM on May 27, 2021'), and links for 'Recent Upd...', 'Help', and 'More'. Below the navigation bar is a search section with the heading 'Search'. It features three dropdown menus: 'Bills / Acts', 'Bill Title', and 'All Current Sessions'. To the right of these menus is a text input field labeled 'Enter Search Term or Keywords' and a red search button with a magnifying glass icon.

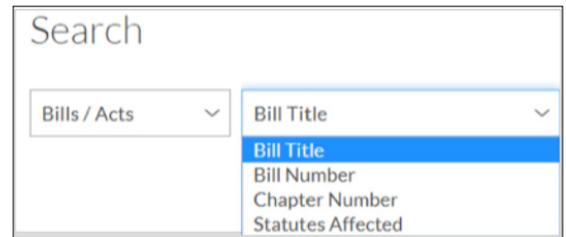
Selecting a Search Type

There are four types of searches available to you:

- Bill Title – allows you to search for legislation by words or phrases found in the title of the bill.
- Bill # – is a simple search for returning bills by their number.
- Chapter # – allows you to easily find bills/Acts by the chapter number and statute year.
- Statutes Affected – allows you to find bills based on what statutes they amend/affect.

The two most commonly used search types are Bill Title and Statutes Affected. Bill Title is particularly useful if you know only part of the title for a bill you need to look up, whereas Statutes Affected is ideal for finding all legislation that amends any Act you need to keep up-to-date on changes to.

To select type of search performed, simply click on the second dropdown box and change the search type.



This close-up shows the search interface with the 'Bill Title' dropdown menu open. The menu lists four options: 'Bill Title', 'Bill Number', 'Chapter Number', and 'Statutes Affected'. The 'Bill Title' option is currently selected and highlighted in blue.

Depending on which type of search you select, the form may change slightly. If you select the Bill Title or Bill # search options, there is only one input field. If you choose the Chapter # option, however, a second field will appear.



This screenshot shows the search interface with the 'Chapter Number' dropdown menu selected. The main search input field is labeled 'Enter Search Term or Keywords'. Below it, a second input field is visible, labeled 'Enter optional statute year(s)', which is only present for the 'Chapter Number' search type.

If you want to limit your chapter number search to a specific year, enter the year in the new input field (the default text will automatically disappear when you click on the input box). Likewise, if you specify the Statutes Amended option, another new criteria field will appear.

The screenshot shows a search bar with the title "Search". It contains three dropdown menus: "Bills / Acts", "Statutes Affected", and "All Current Sessions". To the right is a text input field labeled "Enter Search Term or Keywords" with a red search button. Below the input field, there is a toggle for "Exclude global amendments:" with "Yes" selected and "No" unselected.

There are times when a bill specifies a change that could affect numerous pieces of legislation without specifying all of those Acts by name (for example, a section that changes all instances of “Newfoundland” to “Newfoundland and Labrador” wherever it appears in any Act. These amendments are listed as global amendments.

Consequently, when you use the Statutes Affected option, the default is to exclude global amendments. To include them, click on the No button.

Performing a Regulations Search

To search regulations, select the Search Regulations option from the Search menu.

This screenshot is similar to the previous one but with the "Regulations" dropdown menu selected. The other dropdowns are "Regulation Title" and "All Current Years".

Selecting a Search Type

There are four types of searches available to you:

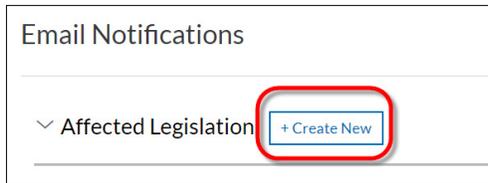
- Regulation Title – allows you to search for regulations by words or phrases found in the title of the regulation.
- Regulations # – is a simple search for returning regulations by their number.
- Act Name – allows you to easily find regulations associated with a particular Act.
- Regs Amended – allows you to find amendments to a particular regulation.

The Affected Legislation email notification serves as your “early warning” alert that notifies you when a new bill has been proposed that will affect a specific Act. To create this alert, click on More on the upper right-hand side of the home page, then click on Email Notifications.

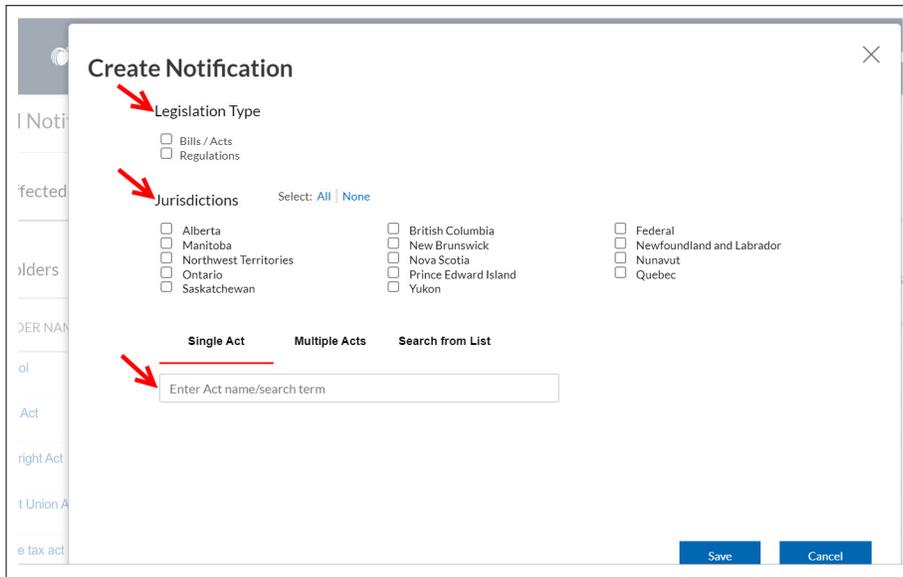
The screenshot shows the "Canadian Legislative Pulse" website. At the top right, there is a "More" button with a red arrow pointing to it. A dropdown menu is open, showing options: "Email Notifications", "Folders", "Activity Report", "Contact Us", and "Sign Out". Below the search bar, there is an "Explore Content" section with a table of content.

| | Bills / Acts | | | Regulations | |
|------------------|----------------------|-------------------------|----------------------|-------------------------|----------------------|
| | CURRENT SESSION | PREVIOUS SESSION | OTHER PROCLAMATIONS | CURRENT YEAR | PREVIOUS YEAR |
| Federal | | | | | |
| Common Bills | View | View | View | Updated | View |
| Senate Bills | View | | | | |
| Alberta | View | View | View | Updated | View |
| British Columbia | View | Updated | View | Updated | View |

Click on Create New.

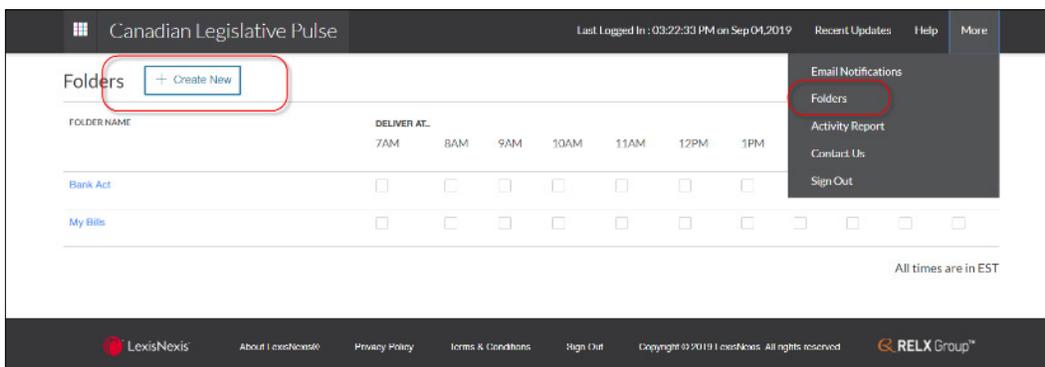


You'll then be able to choose the legislation type (you can choose both bills and regulations), jurisdictions, and the act name you wish to be updated on. Simply click on Save after you have entered all the required information.

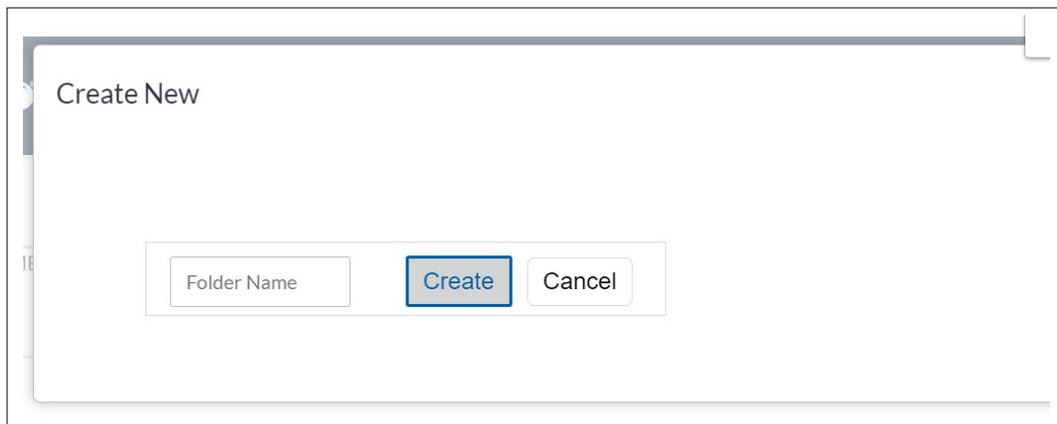


The Pulse Folder Alerts allow you to track the progress of a specific Bill from Second Reading onward.

You can create folders and add bills you wish to receive email notification for them at any point. To create a folder, click on More on the black header bar then choose Folders. Click on Create New.



Add a folder name then click Create. You should then be able to save your selected bills to your folders and start tracking their progress.



The screenshot shows a 'Create New' dialog box with a white background and a grey border. At the top left, the text 'Create New' is displayed. Below this, there is a horizontal container with three elements: a text input field with the placeholder text 'Folder Name', a blue button with the text 'Create', and a white button with the text 'Cancel'.



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